



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Asset & Works Committee Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Friday 16 August 2024

ABN: 35 939 977 194

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Shire of Dowerin  
Asset & Works Committee Meeting  
Friday 16 August 2024



1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 1:47pm.

2. Record of Attendance / Apologies / Leave of Absence

**Committee Members:**

Cr JC Sewell	Chair
Cr WG Allsopp	
Cr AJ Metcalf	
Cr RI Trepp	

**Staff:**

Mr B Forbes	Asset & Works Coordinator
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**Apologies:**

Mr B Jones	Acting Chief Executive Officer
Ms K Rose	Governance Coordinator

**Approved Leave of Absence:**

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Confirmation of Minutes of the Previous Meeting(s)

5.1 Asset & Works Committee Meeting held on 23 April 2024

[Attachment 5.1A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/ Resolution – 5.1**

**Moved:** Cr Trepp

**Seconded:** Cr Metcalf

1002

**That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting, held on 23 April 2024, be confirmed as a true and correct record of proceedings.**

**CARRIED 4/0**


**For:** Cr Sewell, Cr Allsopp, Cr Metcalf, Cr Trepp

6. PRESENTATIONS

Nil

## 7. OFFICER'S REPORTS

### 7.1 Policy 4.2 - Gravel, Sand and Pit Rehabilitation and Gravel Agreement Review

<h1>Asset &amp; Works</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	5 August 2024	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Ben Forbes, Asset & Works Coordinator	
<b>Author:</b>	Kahli Rose, Governance Coordinator	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>	Corporate Management/Committees/Asset & Works	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 7.1A - Gravel Agreement - Current</a> <a href="#">Attachment 7.1B - 4.2 - Gravel, Sand and Pit Rehabilitation Policy</a>	

#### Purpose of Report

Executive Decision  Legislative Requirement

#### Summary

The Asset and Works Coordinator brings this item to the committee seeking a review of the current Shire of Dowerin Gravel Agreement and related policy; 4.2 - Gravel, Sand and Pit Rehabilitation. The focus is on amending the cubic metre rate paid to landowners and removing the 28% bulking factor.

The adopted policy outlines the material specifications and rates of payment for materials removed from private property. The committee is asked to consider the feasibility and implications of:

1. Reducing the cubic metre rate from \$3.30 to \$2.50 (inclusive of GST).
2. Eliminating the 28% bulking factor from the agreement.

#### Background

The current Shire of Dowerin Gravel Agreement includes:

- A royalty payment of \$3.30 (inclusive of GST) per cubic metre, or alternative arrangements as mutually agreed, in lieu of the royalty payment listed in the additional information/conditions' column.
- A 28% bulking factor, subtracted from the total cubic metres loaded, as detailed in the Bulking Factor Sheet.
- A commitment to rehabilitate the pit area at the end of its 'Useable Life,' unless otherwise agreed.

## Comment

Recent community feedback has highlighted concerns about the 28% bulking factor being applied to the total amount of gravel removed. Management suggest that the cubic metre rate is reduced to \$2.50 (inclusive of GST) and removal of the bulking factor.

Financially, the proposed changes would result in a minor increase in payments to landowners. For example, under the current rate of \$3.30 per cubic metre with the 28% bulking factor, a landowner would receive \$23,760 (inclusive of GST) for 10,000 cubic metres of gravel. By removing the bulking factor and applying a flat rate of \$2.50 per cubic metre, the payment would increase to \$25,000 (inclusive of GST).

The committee requested to consider the feasibility of these amendments, factoring in community feedback, financial implications, and operational requirements.

## Consultation

Ben Forbes, Asset & Works Coordinator

Aaron Wooldridge, Acting Chief Executive Officer

Asset & Works Committee, 13 August 2024 Workshop

## Policy Implications

4.2 - Gravel, Sand, and Pit Rehabilitation Policy

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.2

Reference: 3.2.1

### Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

### Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

## Statutory Implications

The *Local Government Act 1995*

## Risk Implications

<b>Risk Profiling Theme</b>	Supplier/Contract Management
<b>Risk Category</b>	Project Budget
<b>Risk Description</b>	Less than \$5,000
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (2)
<b>Key Controls (in place)</b>	Asset Management Plan Ongoing Monitoring
<b>Action (Treatment)</b>	Annual Budget Allocations Annual Policy Reviews
<b>Risk Rating (after treatment)</b>	Adequate

## Financial Implications

The proposed change would result in a minor increase in payments to landowners. The amendment of this rate would result in a \$1,240 increase per 10,000 cubic metres of gravel.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution - 7.1

**Moved:** Cr

**Seconded:** Cr

**The Asset & Works Committee recommends that Council amend the current policy; 4.2 - Gravel, Sand and Pit Rehabilitation Policy and the Shire of Dowerin Gravel Agreement with the following changes:**

- 1. Removal of the 28% bulking factor.**
- 2. Decrease to \$2.50 per cubic meter for compacted gravel removed from private property.**

**LOST 0/4**

**Against:** Cr Sewell, Cr Allsopp, Cr Metcalf, Cr Trepp

## **MOTION LOST**

*Asset & Works Committee does not have delegated authority to make decisions.*

*All recommendations of the Asset & Works Committee are presented to Council for ratification.*

## 7.2 Dowerin Memorial Swimming Pool Repairs

# Asset & Works



<b>Date:</b>	5 August 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Ben Forbes. Asset & Works Coordinator
<b>Author:</b>	Kahli Rose, Executive Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Technical/Asset Management/Service & Maintenance
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#"><u>7.2A - Swimming Pool Leak Detection RFQ Evaluation</u></a> <a href="#"><u>7.2B - RFQ Responses and Quotes</u></a> <a href="#"><u>7.2C - Historical Findings</u></a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

Following the 2023/24 pool season, the pool manager reported that a major leak was present at the Dowerin Memorial Swimming Pool. Management have sought quotes for thorough investigation into the leak(s).

Two companies responded to the RFQ, and both are capable of completing the required work. Since both quotes would exceed the proposed budgeted allocation of \$5,000, this item is presented to the Asset & Works Committee for recommendation to Council.

### Background

Following the last pool season, the current pool manager informed management about the problem. During a meeting with the Asset & Works Committee, the manager proposed a suitable course of action and detailed the investigation needed to assess the full extent of the repairs required.

### Comment

Distinctive Pools proposes a detailed service for \$9,815 (GST exclusive), which includes SCUBA dive dye leak detection, camera inspections, and a thorough report outlining leaks and recommendations.

WetDek Pools offers a solution at \$22,000, addressing site-specific challenges with a larger team, advanced technology, and a comprehensive written report. They have 35 years in construction, with a focus on pools in recent years.

Both options provide different benefits and approaches for addressing the pool's issues, which is further outlined in Attachment 7.2A, and both quotes provided as Attachment 7.2B. Historical leak detection reports and related photos are able to be reviewed in Attachment 7.2C

## Consultation

Ben Forbes, Asset & Works Coordinator  
Asset & Works Committee, Workshop 13 August 2024

## Policy Implications

3.11 – Purchasing Policy  
4.7 – Asset Management Policy

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure  
Objective: We have functional infrastructure that meets the needs of the community  
Outcome: 3.2  
Reference: 3.2.1

### Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

### Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

## Statutory Implications

The *Local Government Act 1995*

## Risk Implications

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Property (Plant, Equipment, Buildings)
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Asset Management Plan Ongoing Monitoring
<b>Action (Treatment)</b>	Annual Budget Allocations Asset & Works Committee Meetings
<b>Risk Rating (after treatment)</b>	Adequate



## Financial Implications

Both quotes will exceed the \$5,000 allocated for this project in the 24/25FY budget, resulting in a deficit of \$5,000 to \$17,000.

## Voting Requirements

Simple Majority

Absolute Majority

## Officer's Recommendation/Resolution - 7.2

**Moved:** Cr Metcalf

**Seconded:** Cr Trepp

**1003**

**The Asset & Works Committee recommends that Council increase the allocation for account 2110352 REC - Consultants from \$5,000 to \$25,000 in the proposed 2024/2025 Budget.**

**CARRIED 4/0**

**For:** Cr Sewell, Cr Allsopp, Cr Metcalf, Cr Trepp

*Asset & Works Committee does not have delegated authority to make decisions.*

*All recommendations of the Asset & Works Committee are presented to Council for ratification.*

<b>8.</b>	<b>Questions from Members</b>
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<b>9.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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<b>10.</b>	<b>Date of the Next Meeting</b>
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29 October 2024, commencing at 2:00pm

<b>11.</b>	<b>Closure</b>
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The Chair thanked those in attendance and declared the Meeting closed at 1:53pm